DOCUMENT RESUME

ED 257 436 IR 011 668

TITLE Cataloging and Inventorying Instructional Materials in Utah Schools. Sixth Edition.
INSTITUTION Utah State Office of Education, Salt Lake City.
PUB DATE 85
NOTE 49p.; For an earlier edition, see ED 047 716.
PUB TYPE Guides - Non-Classroom Use (055) -- Reference Materials - General (130)

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS *Cataloging; Elementary Secondary Education; Guidelines; *Instructional Materials; *Learning Resources Centers; *Library Materials; *Library Technical Processes; School Libraries
IDENTIFIERS *Utah

ABSTRACT

This handbook is designed to assist Utah schools in cataloging instructional materials. It is recommended that it be used in all local school and district media programs. This sixth edition attempts to simplify cataloging while retaining the basic elements needed for locating materials. Following a brief introduction, the handbook is divided into five sections: (1) Card Catalog, including type of cards, card arrangement, electronic card catalog, and location; (2) Cataloging Procedures, including who should catalog, call numbers, the basic catalog card, subject cards, title cards, shelf list card, and cross reference cards; (3) Cataloging Applications, including books, other printed materials, and nonprint media; (4) Collection Maintenance, including statistics and inventory, and weeding; and (5) Utah State Library Commission Services, including ordering procedures, cataloging, receiving, and a question answering service. (THC)

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CATALOGING AND INVENTORYING
INSTRUCTIONAL MATERIALS
IN UTAH SCHOOLS

UTAH STATE BOARD OF EDUCATION

1985

CATALOGING AND INVENTORYING INSTRUCTIONAL MATERIALS IN UTAH SCHOOLS

Sixth Edition

OFFICE OF THE UTAH STATE BOARD OF EDUCATION

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State Superintendent of Public Instruction

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INFORMATIONAL TECHNOLOGIES UNIT

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CATALOGING AND INVENTORYING INSTRUCTIONAL MATERIALS

I. INTRODUCTION

This handbook is designed to assist in cataloging and inventorying instructional materials in Utah schools. It is recommended that it be used in all local school and district library media programs. This edition is an attempt to simplify cataloging while retaining the basic elements needed for locating materials.

Cataloging assistance is available through the Utah State Library Commission. All cataloging done by the State Library Commission will follow these guidelines. Schools deciding to participate with them will find instructions in this booklet on procedures to follow.

Appreciation is expressed to the following library media professionals who materially assisted in the preparation of this handbook:

Helen Burton
Riverview Junior High School

Richard Casper
Viewmont High School

Kay Evans
Lincoln Elementary School

Pat Faulkner
Butler Elementary School

Mary Flandro
Olympus High School

C. Wayne Garrett
Monroe Elementary School

Gary Grover
American Fork Junior High School

Donna Hansen
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Donald Hess
Granite School District

Wanda Jorgensen
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Marian Karpisek
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Janice Madson
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Kay McNamara
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Francine Peterson
M. Lynn Bennion Elementary School

Christine Stang
East High School

Lucille Taylor
Spanish Fork High School

Kathy Wallentine
Mountain Elementary School

Fred Whicker
Cedar City High School

Paula Zsiray
Lewiston Elementary School

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II. CARD CATALOG

Every library media center should provide a card catalog (media index) for patrons listing all materials available in the school.

A. Type of Cards

Shelf list, author, title, and subject cards should be prepared for all materials. Other cards may also be prepared when applicable. Shelf list cards will be used for inventory purposes and will not be included in the school card catalog (media index). (See additional information under III.F. Shelf List Card.) All other cards (subject, author, title, analytic, series) should be in the school card catalog.

B. Card Arrangement

File cards alphabetically. Follow the filing rules outlined in A.L.A. Filing Rules, 1980, LC 80-221 86, ISBN0-8389-3255-4. Interfile subject, author and title cards, etc. DO NOT separate cards by type of material (i.e., filmstrips, fiction, books, etc.). All cards on a subject should be located under that subject regardless of the kind of material. The format of material will be identified on the cards. (If you desire more identification, you may color code by purchasing cards with or placing a colored band across the top of the card.) (See chart on page 4 for recommended colors.)

C. Electronic Card Catalog

Those library media centers which are using computers for circulation may also want to use the computer for a card catalog. It is recommended that this not replace the traditional card catalog because it is an important training tool for students. Also, there may be insufficient computers for more than one student to use at a time. An electronic card catalog should be accessible by author, title, and subject.

D. Location

Formal cataloging procedures do not require a location to be indicated. Many items are purchased through the school library media center but are housed elsewhere in the school. In such cases, a location on the catalog card may prove helpful to the user.

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III. CATALOGING PROCEDURES

A. Who Should Catalog?

It is recommended that cataloging NOT be done in each school unless some cards are needed to accommodate special interests. Elimination of duplicate effort, reduction of error, and greater efficiency can be accomplished if this task is handled by a processing center. The use of professional media personnel to personally carry out the clerical routines of cataloging and processing seems to be an unwise and uneconomical practice which should be discontinued as soon as possible.

B. Call Numbers

The call number is a location symbol. It tells where the item can be found. It is made up of alphabetic and numeric characters. It starts on the card at the first indention (one space from the left edge of the card) on the second line from the top. Other parts of the call number are placed directly below. The type of material being cataloged determines the system to be used.

1. Print--Nonfiction

The Dewey Decimal System is used for nonfiction print materials. It organizes materials so that those on the same subject are shelved together for easy browsing. It is recommended that the latest abridged edition of the Dewey Decimal Classification be used. The three letters of the author's last name should be used under the Dewey number for additional identification. The use of Cutter tables is NOT recommended.

2. Print--Fiction

The call number for fiction print materials consists of "F" for general fiction and the first three letters of the author's last name on the line below. In the case of picture books and easy books, use "E" and the three initials only on the line below in elementary schools. The use of Cutter tables is NOT recommended.

3. Nonprint

The call number for nonprint materials consists of two parts: the alpha part which identifies the type of material and the numeric part (see IV.C.) which is the specific location number. The alpha portion will be common in most school library media centers; the numeric portion, however, is unique for each center. See the list on the following page for the optional symbols and color codes.

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Alpha and Color Coding
For Instructional Materials

ITEM	ALPHA CODE	COLOR CODE
AUDIO RECORDINGS		
Phono records	RD	Green
Tapes - Reel	RT	Orange
Tapes - Cassettes	RTC	Orange
DIMENSIONAL MATERIALS		
Dioramas	D	Purple
Models and Mockups	MOD	Purple
Realia	R	Purple
Maps	MAP	Purple
Globes	G	Purple
FLAT MATERIALS		
Pictures	P	Blue
Charts and Graphs	C	Blue
KITS		
Multimedia (a mixture, program, or system of two or more different media packaged and housed together.)	KM	Purple
Laboratory	KL	Purple
MICRO COMPUTER SOFTWARE	CS	Black
Disk	CSD	Black
Tape	CST	Black
MOTION PICTURES		
Standard 16mm films	MP	Gray
Standard 8mm reel mounted	MP8	Gray
Super 8mm films reel mounted	MPS8	Gray
Standard 8mm film loops	MPL	Gray
Super 8mm film loops	MPSL	Gray
TEACHER AIDS		
(e.g., Games, Systems 80)	TA	Pink
TRANSPARENT MATERIALS		
Microfilm (reels)	MF	Red
Microfiche	MFC	Red
Microslides	MS	Red
Filmstrips	FS	Red
Sound Filmstrips	FSS	Red/Orange
Slides (2x2)	S	Red
Slides (Viewmaster)	VM	Red
Transparencies for overhead projection	TR	Brown
VIDEO TAPE CASSETTES	VT	Yellow

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C. The Basic Catalog Card

The basic catalog card (also called a main entry card) gives all the information necessary to identify the work. It also lists the tracings which indicate the other entries for this work in the catalog. It is then duplicated and additional information is added to create subject, title, and other needed cards.

There are two basic forms of main entry: author and title. Author form is generally used. Title form is used only when the work has no author.

1. Author Main Entry

Author is entered on the third line down from the top of the card and begins at first indention (nine spaces from the left of the card). The author is listed last name first and the name as it appears on the title page is used.

Title information usually consists of the basic title, subtitle, and any acknowledgments of others besides the author who have made a contribution to the work, such as joint authors, illustrators, editors, etc. Unless they are unusually important, they are generally ignored in cataloging school materials.

Follow the pattern outlined under Card Elements (III.C.3) for imprint, collation, notes, and tracings.

913.38
Van Van Duyn, Janet
The Greeks; their legacy. McGraw-Hill, 1969.
192 p. illus. (Early culture series)

A study of Greek civilization and its contribution to modern civilization.

1. Civilization, Greek. I. Title

Figure 1
Author Main Entry

2. Title Main Entry

When there is no author for any print or nonprint work, use the title form of entry. Begin the title at first indention on the third line from the top of the card. Without beginning a new paragraph, continue with the imprint. Any new lines will start at the second indention (11 spaces from the left of the card).

This format is also called a hanging indention form. Follow the pattern outlined under Card Elements (III.C.3) for collation, notes, and tracings.

```
031
Wor     The World book encyclopedia. Field
          Enterprises Educational Corp., 1972.
          22 v. illus., maps.

        1. Encyclopedias and dictionaries.
```

Figure 2
Title Main Entry

3. Card Elements

a. Imprint: The imprint may carry (in the following order) place of publication, publisher, and date of copyright. Copyright date may not be the same as the printing date. It is the common practice to drop the place of publication on school materials, since it is of no great significance to students. Most illustrations in this manual have deleted it. In limited spaces, it may be of more importance to use notes or book summaries than editors, joint authors, and place of publication in the title paragraph.

b. Collation: The collation is the physical description of the item being cataloged, and may include grade level symbols. It starts at the second indention (11 spaces from the left edge of the card). Two spaces are allowed between items in the collation. Punctuation is shown in figures 1 and 2, and in other examples throughout the manual.

c. Notes: Notes may be of several different varieties and should begin at the second indention. The note shown in figure

1 is an annotation. Contents notes should begin with the word "CONTENTS" in all capital letters followed by a colon. All notes are in paragraph form and are ended by a period. There is no spacing between notes on the card, but the first note is double-spaced below the collation, and the last note is double-spaced above the tracings.

d. Tracings: The tracings are the record on the main entry card of all the additional headings (cards) under which the work is represented in the card catalog. Its value lies in providing a record of entries to be removed from the catalog in the event the item is lost or discarded. In the cataloging process, it also serves as a record of cards to be made for a particular work.

Subject headings are chosen from the latest edition of Sears List of Subject Headings. They are selected on the basis of probable user need and interest. The subject tracings will be recorded on the catalog card first and each will be identified by an Arabic number. All other tracings will be placed after the subject tracings and will be identified by Roman numerals.

```
353.00025
Duk       Duke's Washington pocket directory.--
             Washington, D.C.:  WANT Pub. Co.,
                v.; 24 cm. -- (Know your government
          series)
             Spine title:  Washington pocket
          directory.
             Description based on:  1982.
             ISSN 0732-068X = Duke's Washington
          pocket directory


          1. United States--Politics and government--
          1945-   --Directories.  2. Washington (D.C.)
          --Description--1981-   --Guide-books.
          I. Title:  Washington pocket directory.
          II.  Series
```

Figure 3
Government Author or Editor Tracing Card

D. Subject Cards

A separate subject card should be prepared for each subject heading shown in the tracings on the main entry card. They are prepared by typing the subject heading in black caps on the second line from the top of the card, beginning at the second indention (11 spaces from the left edge of the card).

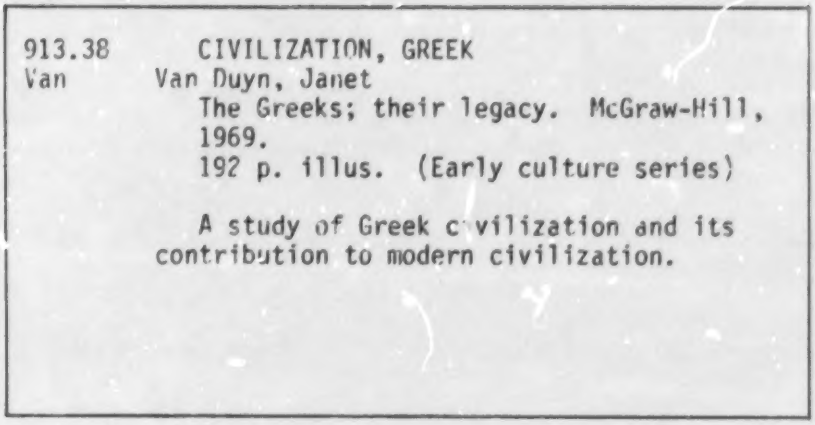

913.38 CIVILIZATION, GREEK
Van Van Duyn, Janet
The Greeks; their legacy. McGraw-Hill, 1969.
192 p. illus. (Early culture series)
A study of Greek civilization and its contribution to modern civilization.

Figure 4
Subject Card

E. Title Cards

A title card is prepared by adding the title on the second line from the top of the basic card, beginning at the third indention. Generally title cards should be prepared on all materials except:

1. When the basic catalog card is in title main entry form already.
2. When the title and the subject heading are identical or nearly identical in wording.

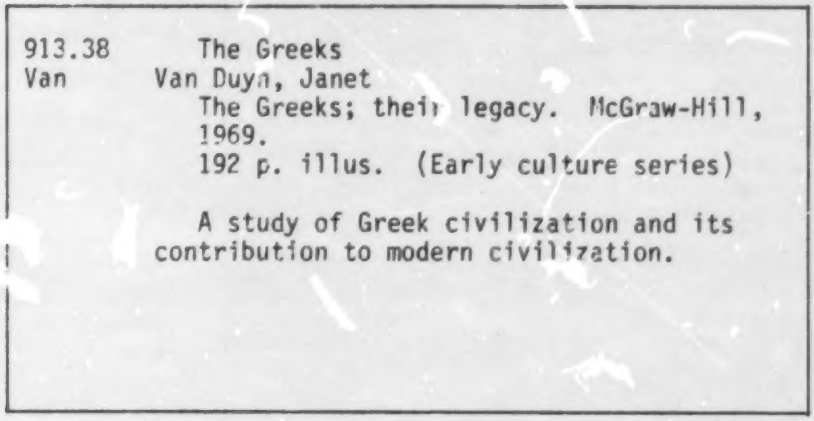

913.38 The Greeks
Van Van Duyn, Janet
The Greeks; their legacy. McGraw-Hill, 1969.
192 p. illus. (Early culture series)
A study of Greek civilization and its contribution to modern civilization.

Figure 5
Title Card

F. Shelf List Card

A 3" x 5" card should be maintained as a shelf card. This is filed by call number and serves as an inventory of all materials in the school. This file is referred to as the shelf list. It is not for public use and should be maintained in a location separate from the regular card catalog.

The information which may be placed on the shelf list card, in addition to the main entry card information, is as follows:

1. Numbers of copies.
2. Date of acquisition.
3. Fund source when required by law or regulation.
4. Cost of the material.
5. Source or publisher.
6. Accession number if one is used with a computerized system.

If there is not enough room to place the information which goes on the shelf list on the face of the card, place it on an additional card.

913.38
Van Van Duyn, Janet
The Greeks; their legacy. McGraw-Hill, 1972.
192 p. illus. (Early culture series)

1 c.--1-15-76

1. Civilization, Greek. I. Title

Figure 6
Shelf List
Card

NOTE: If this is the only record one has of a book, two additional items should be included: the price and the source.

G. Cross Reference Cards

Cross reference cards are not generally recommended. These only duplicate and multiply work. Information supplied by cross reference cards can usually be supplied by the users themselves or by any library media coordinator. However, some may be helpful in order for students to become acquainted with cross referencing such as pseudonyms and abbreviations.

IV. CATALOGING APPLICATIONS

A. Books

Process books by regular cataloging procedures outlined above (III A to G). Prepare shelf list, author, title, and subject cards. Use Dewey Decimal Classification, latest abridged edition for the classification of nonfiction. Choose subject headings from Sear's List of Subject Headings.

B. Other Printed Materials

1. Periodicals

Periodicals are not entered in the card catalog because they are indexed in Reader's Guide to Periodical Literature. They should be shelved alphabetically by title and in chronological order within each title. Colored tape (3/4" x 3") may be placed on the spine to assist in locating and filing the correct years.

2. Pamphlets and Clippings

Pamphlets and clippings are expendable items and should not be cataloged. One of the popular ways to organize more ephemeral pamphlets and clippings in a media center is to place them in a vertical file. More permanent materials of this kind may be organized in pamphlet boxes labeled by subject area. A subject card for the pamphlet may be placed in the main card catalog to inform students that these materials are available in the center. This is especially helpful in secondary schools.

3. Textbooks

Textbooks should not be placed in the school library media center nor should they be counted as a part of the school library media center collection.

4. Paperbacks

Paperbacks should be cataloged using a shelf card only.

5. Government Documents

In most media library centers, government publications are best treated as regular book acquisitions and cataloged according to the Dewey System. The percentage of documents to other books is so small as not to warrant other special treatment. Extremely small government publications may be included with the pamphlet collection. (See figures 7 and 8 below for examples of cataloged government documents.)

634.9
Hep

Hepting, George H.
The diseases of Eastern forests and farm woodlands, by George H. Hepting and Marvin E. Fowler. U.S. Forest Service. Govt. Print Office, 1969.
48 p. illus. (Agriculture information bulletin, no. 254)

1. Trees--U.S.--Diseases and pests.
I. Title

Figure 7
Document written by a personal author.

630
USD

U.S. Dept. of Agriculture.
Science for better living. U.S. Govt. Print. Office, 1968.
386 p. illus. (Yearbook of agriculture, 1968)

1. Agriculture--Research 2. Conservation of natural resources--U.S. I. Title

Figure 8
Document written by a corporate author.

C. Nonprint Media

Audiovisual materials, unlike books, are generally not suitable for browsing. The Dewey Decimal Classification used with print nonfiction invites browsing because it shelves together books with like subjects. Most nonprint materials require some equipment for viewing or listening; the physical shape also prohibits their being shelved in the same fashion as books. Some coordinators do catalog nonprint media according to the Dewey System because it keeps subjects together. Computer circulation systems require that all nonprint media be classified according to the Dewey Decimal System.

A simple numerical system applicable to all audiovisual materials is recommended. Each position on the shelf, in a drawer, or on a rack is numbered, beginning with the number 1 for each type of material. Materials are then assigned a call number composed of the number of the

location they will occupy and an alpha symbol identifying the format. For example, filmstrips arriving to be cataloged would be labeled:

FS	FS	FS	etc.
1	2	3	

Items should be kept in sets. Those used together but in multiple formats should be cataloged as kits. Items used together and in the same format should be cataloged as sets.

Single items, sets, and kits should be filed or stored separately from one another. In this way, whole sets can be added to the collection without requiring a reshuffling of materials. Subject headings for all audiovisual materials are to be drawn from Sears List of Subject Headings.

In the event that a school library media center decides to catalog all nonprint media according to the Dewey Decimal System, the proper procedure is indicated to the left of each of the following figures.

1. Audio Recordings

   a. Phono Records (RD): In the absence of a single author (as for a recorded book) or composer (as for musical works), enter by title using the form discussed in III.C.2. Special information to be included in the collation and notes for RD items includes size, speed, monaural or stereophonic, length, description, or contents notes, and artist. If the recording accompanies a filmstrip, make a notation so indicating.

      Store records vertically on shelves or in file drawers. See Figure 9 for an example of a catalog main entry card.

RD
784
Poe

RD
71

Poe, Edgar Allan
Basil Rathbone reads Edgar Allan Poe.
Columbia Records, 1958.
2 s. 12 in. 33.3 rpm. monaural. 17 min.

CONTENTS: The Raven; Annabel Lee; Eldorado; The Masque of the Red Death; The Black Cat; Alone; The City in the Sea.

1. Authors, American. I. Rathbone, Basil reader. II. Title

Figure 9
Main entry for single disc recording.

b. Recorded Audio Tapes (RT) or (RTC): Reel to reel and cassette tapes are handled much the same as disc recordings. Store recorded tapes vertically on shelves. You may wish to standardize and place all tape cassettes regardless of length. Special information to be included in the collation in addition to that mentioned for disc recordings above are the number of tracks.

RT
636
Car

RT
142 Care of Pets. Audiocord, nd.
2 track. 7 in. 3 3/4 ips. monaural.
8 min.

Dramatization of a family who has just obtained a dog for a pet. Discussion by children and parents on how to care for the dog.

1. Dogs.

Figure 10 Sample main entry for audio tape.

FS
Dewey
#
Lit.

FS
230 Literary giants of America, narrated by Sheldon Simpson. Paramus, N.J., Educational Visual Aid, nd.
1 fs. 34 fr. col. 35 mm.
1 c. 11/20/75 Title II ESEA

RT
17 ----1 tape, 2 track monaural, 3 3/4 ips. to accompany above filmstrip

Figure 11 Shelf list for filmstrip and tape. If color coding is used, red on top is for the filmstrip and below it is orange for the tape.

RD
Dewey
#
Doc.

RD
31-44 Documents that made history, narrated by Thomas Sergeant; special music and sound effects by Julian S. Walker. Paramus, N.J. Educational Visual Aids, 1967.
14 rec. 28s. 12 in. 33 1/3 rpm. LP Stereo

With teacher's manual
CONTENTS: 31: Declaration of Independence; Lincoln's Gettysburg Address. 32: Bill of Rights; Patrick Henry's speech. 33: May-flower Compact;

Continued on Card 2

Figure 12
Main entry card for a set of recordings with contents note and analytics. This is a long contents requiring four cards threaded together.

RD
Dewey
#
Doc.

RD
31-44 CARD 2

CONTENTS continued: Washington's farewell address. 34:Monroe Doctrine; F.D. Roosevelt's Four Freedoms Speech. 35: The Northwest Ordinance (1787); Missouri Compromise. 36: Woodrow Wilson's Fourteen Points; Preamble to the U.N. charter. 37: Articles of Confederation; Lincoln's Second Inaugural Address. 38: Alaska - Act for Statehood; Hawaii - Act for Statehood.

Continued on Card 3

Figure 13
Card 2 for main entry.

RD
Dewey
#
Doc.

RD
31-44 CARD 3

CONTENTS continued: 39: Cross of Gold speech, William J. Bryan; Rugged Individualism, Herbert Hoover. 40: Jefferson's First Inaugural Address; Constitutional Amendments, 13, 14, 15. 41: Resolutions of the Stamp Act Congress; Public Education in the United States. 42: Marshall Plan; Universal Declaration of Human Rights.

Continued on Card 4

Figure 14
Card 3 for main entry.

RD
Dewey
#
Doc.

RD
31-44 CARD 4

CONTENTS continued: 43: Sherman Anti-Trust Act; Theodore Roosevelt's New Nationalism. 44:F.D. Roosevelt's First Inaugural Address; Taft-Hartley Act.

1. U.S. --History--Sources. I. a. and t. anals. as checked.

Figure 15
Card 4 for main entry.

RD
Dewey
#
Doc.

RD
31-44 Documents that made history, narrated by Thomas Sergeant; special music and sound effects by Julian S. Walker. Paramus, N.J., Educational Visual Aids, 1967.
14 rec. 28 s. 12 in. 33 1/3 rpm. LP stereo.

With teacher's manual

1 c- 9/27/73

Figure 16
Shelf card for recording set.

RD
Dewey
#
Doc.

RD
31-44

U.S. --HISTORY--SOURCES
Documents that made history, narrated by Thomas Sergeant; special music and sound effects by Julian S. Walker. Paramus, N.J., Educational Visual Aids, 1967.
14 rec. 28 s. 12 in. 33 1/3 rpm.
LP stereo.

With teacher's manual

Figure 17
Subject card for a set of recordings.

RD
Dewey
#
Hen.

RD
31-44

Henry, Patrick
Patrick Henry's speech.
(In Documents that made history. 1967.
RD 32)

Figure 18
Author analytic for title checked in contents in figure 12.

RD
Dewey
#
Hen.

RD
31-44

Patrick Henry's speech
Henry, Patrick
(In Documents that made history. 1967.
RD 32)

Figure 19
Title analytic for title checked in contents in figure 12.

2. Dimensional Materials

a. Realia (R): Enter by title using title main entry form. Describe fully on the catalog card giving approximate size. Realia items will require special storage. It is recommended that each instructional media center design its own storage and number each space. The number of each space would form the numeric position of the call number.

R
Dewey
#
Nat.

R
45 Native dolls of many lands; a representative collection. Minneapolis, School Art Products Co., c1949.
20 dolls 10 in. high. plastic composition.

Dressed in native costume of the countries they represent.

1. Dolls.

Figure 20 Main entry for a commercially produced realia item. A contents note could be prepared listing all of the countries represented.

R
Dewey
#
Roc.

R
26 Rocks and minerals from the Grand Canyon area collected by Joseph Pratt, July, 1960.
10 samples tray-mounted

CONTENTS: quartzite; marble; granite; feldspar tourmaline; garnet; sandstone; limestone; augite; carnotite.

1. Rocks 2. Mineralogy

Figure 21 Main entry for locally produced realia item.

b. Models and Mockups (MOD): Enter by title using title main entry form. Include information such as size and description. Because the storage of these media differ greatly, adapt procedures to fit your local situation.

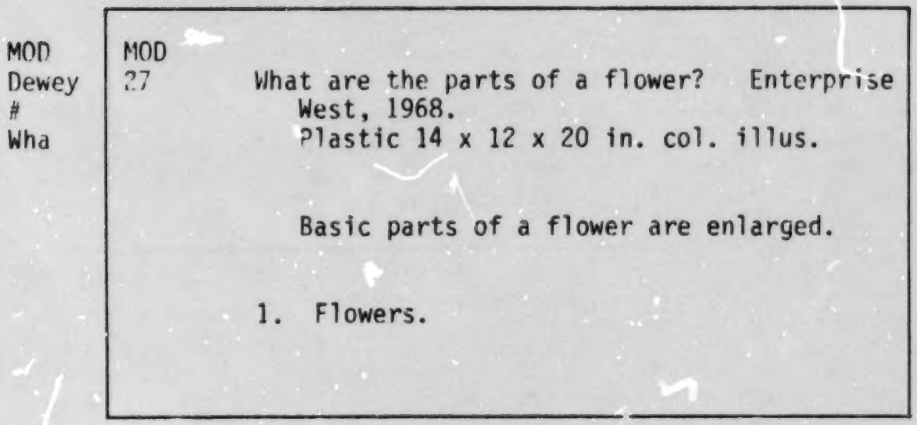


Figure 22
Main entry for models.

c. Dioramas (D): A media item somewhat related to models is the diorama. This three dimensional representation of scenes from stories, great historical events, and other similar themes is usually produced locally, but some are available from commercial sources. The illustration in figure 23 shows a main entry for a diorama. Main entry is given to author or title of the material on which the diorama is based, but the collation, notes, and imprint relate directly to local production of the diorama.

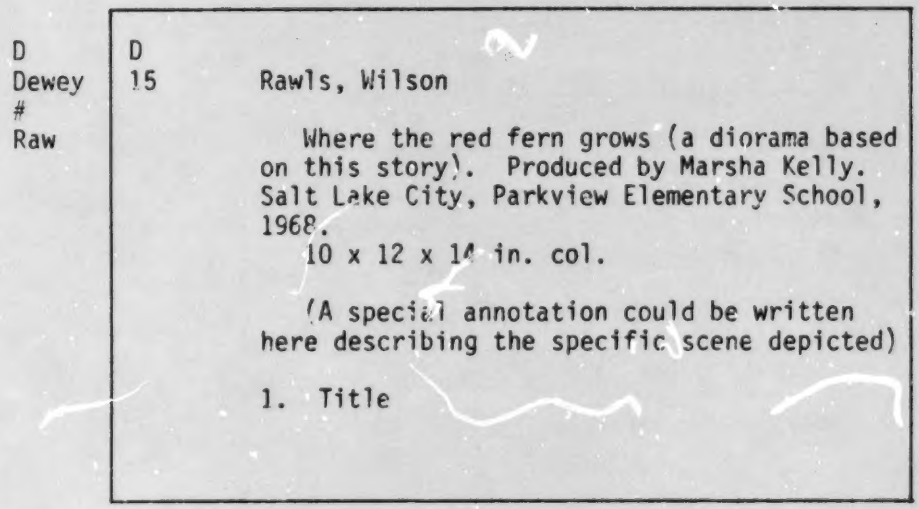

D
Dewey
#
Raw
D
15
Rawls, Wilson
Where the red fern grows (a diorama based on this story). Produced by Marsha Kelly. Salt Lake City, Parkview Elementary School, 1968.
10 x 12 x 14 in. col.
(A special annotation could be written here describing the specific scene depicted)
1. Title

Figure 23
Main entry for a diorama.

d. Maps (MAP) and Globes (G): Enter by title using title main entry form. Some information is peculiar to maps and globes that is not needed for other materials. Scale and projection are two items needing special attention in the collation, and for this reason, the collation format is somewhat different from that of other materials. See the example in Figure 24.

Maps may also be cataloged in sets by assigning specific numbers to items in the sets. Maps may be arranged in large flat-drawer map cabinets. Folded maps can be filed in manila envelopes in file drawers arranged by subject or by the serial number assigned in consecutive order. Maps on rollers are best stored in vertical cabinets similar to that used to store motion picture screens. Globes are usually arranged on open shelves.

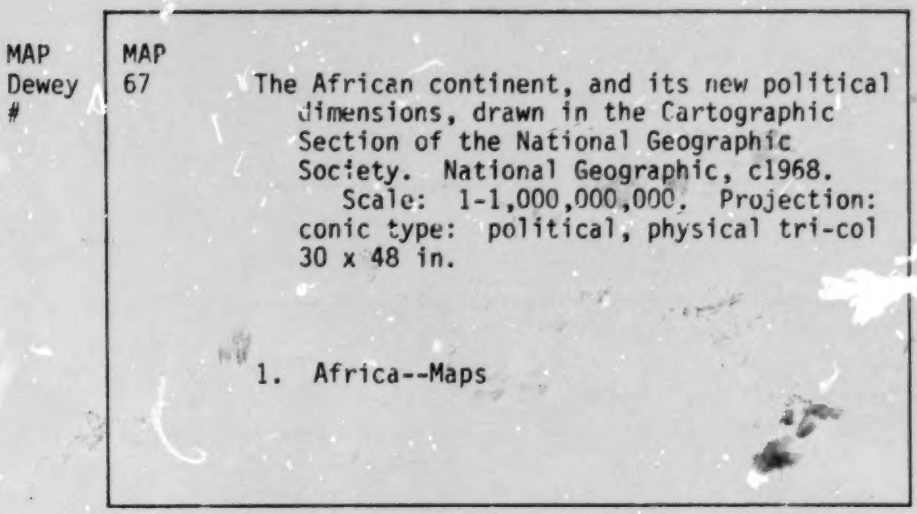

MAP
Dewey
#
MAP
67
The African continent, and its new political dimensions, drawn in the Cartographic Section of the National Geographic Society. National Geographic, c1968.
Scale: 1-1,000,000,000. Projection: conic type: political, physical tri-col
30 x 48 in.
1. Africa--Maps

Figure 24
Main entry for a map. Note change in form of collation. Globes may be cataloged in similar fashion but special attention needs to be given to mounting, material of which made, etc.

3. Flat Materials

a. Pictures: Enter by artist using author main entry when possible; otherwise use title main entry. Indicate the size of the picture and whether it is in color or black and white. Laminate if finances and quality of picture permit; if not, mount on mounting board using a color which will not distract from the picture. Dry mounting is recommended. Leave a margin larger on the bottom of the mounted picture than on the sides. Pictures may be kept and circulated in sets.

It is recommended that pictures be stored vertically in file drawers. Give the first picture in the drawer call number "1." Number the next picture as "2," etc., until the drawer is sufficiently full. Then go to the next drawer and begin with the next number.

P
Dewey
#
Jen

P
1781 Jenson, Mark, artist
Pioneers building a log cabin.
1 print color 11 x 14 in.

1. Frontier and pioneer life--Pictures, illustrations, etc.

Figure 25
Main entry for a single picture.

P
Dewey
#
Smi

P (Set)
749-
753 Smith, William, photog.
Early Salt Lake scenes. Fine Arts, 1968.
5 pic. b&w. 11 x 14 in

749. Main Street in 1800
750. Early department store
751. Endowment House
752. Temple under construction
753. Lion House

1. Salt Lake City--Description--Views

Figure 26
Main entry for a picture set.

b. Charts (C) and Graphs (G): Enter by title form of main entry; include such information as size, color or black and white, and description. If there is an author, an author main entry is recommended.

Charts and graphs will probably be rolled and stored in tubes. Some type of special shelving may need to be developed for storing these tubes. In centers where large, flat-drawer map cabinets are available, charts may also be stored in these. This is the preferred method.

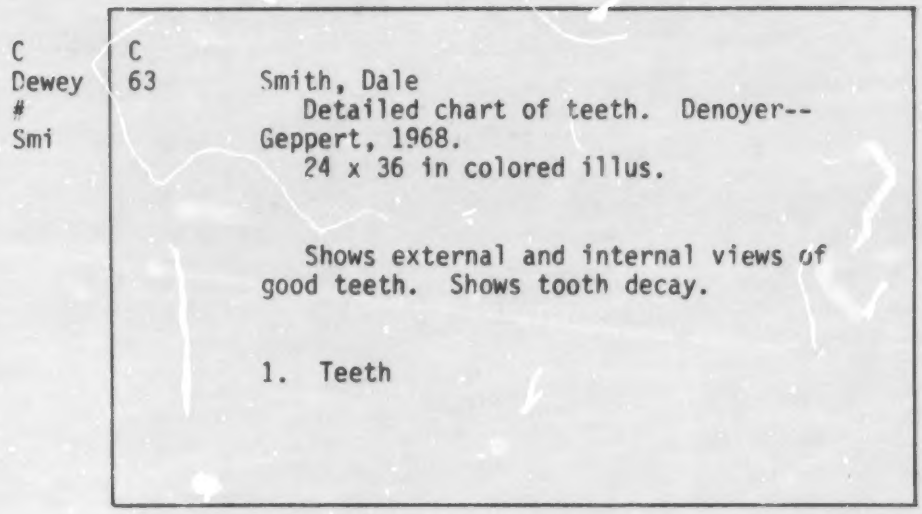


Figure 27
Main entry
for charts.

4. Kits - Multimedia (KM) and Laboratory (KL)

There are two kinds of media kits that have a variety of materials in them and should not be broken down for shelving as separate items. One is in the form of a laboratory kit for science experiments. The other is a mixed media kit of enrichment materials containing samples of products, pictures, charts, filmstrips, tapes, etc., for an in-depth study of some subject. The symbol to be used for laboratory kits is KL and that for mixed media kits is KM. Illustration of the proper cataloging entry for these kits are shown in figures 28 and 29.

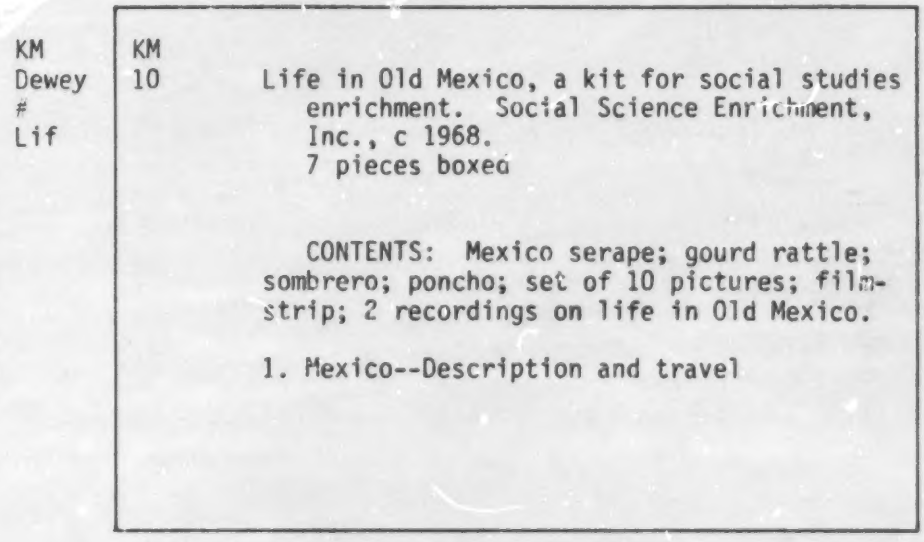


Figure 28
Main entry
for a
multimedia
kit of
materials
for the study
of earlier
Mexican
society and
customs.

KL
Dewey
#
Str

KL
17 Strange facts and experiments with electricity; Kit produced by Arnold Saunders. Chicago, Educational Equipment Co., 1962.
6 pieces boxed

CONTENTS: Tesla coil; glass rod; silk scarf; Leyden Jar; gravity cell; spark gap standard.

1. Electricity. 2. Electronics.

Figure 29
Main entry for a laboratory kit designed to help probe the mysteries of static electricity.

5. Motion Pictures (MP)(MPL)(MPSL)(MP8)(MPS8)

Motion pictures are available in the following formats--standard 16mm (designated MP), 8mm film loops (MPL), super 8mm film loops (MPSL), reel to reel 8mm (MP8), and reel to reel super 8mm (MPS8). Special racks are available for storing 16mm films. These are recommended. Number each slot consecutively beginning with MP1. Eight (8)mm loop films in cartridges store well on regular library shelving. Number consecutively beginning with MPL1. Special catalog information to be noted includes length. color or black and white, millimeter designation, number of reels or cartridges and sound or silent.

MP
Dewey
#
Adv

MP
47 Adventures of bunny rabbit. Encyclopedia Britannica Films, nd.
1 reel col. sd. 16mm. 11 min.

Dramatizes the adventures of mother rabbit and her family in their natural environment and explains rabbits' general habits and characteristics.

1. Rabbits

Figure 30
Main entry for typical 16mm motion picture film.

MPL
Dewey
#
Usi

MPL
223 Using a potter's wheel. International Film Foundation, nd.
1 cartridge col. si. 8mm. 3 min.

Shows how to use a potter's wheel in making vases.

1. Pottery

Figure 31
Main entry for 8mm loop in a cartridge.

6. Transparent Materials

a. Microforms, Microfiche (MFC), Microfilm (MF), Microslides (MS):

Choose author or title main entry form as if the work were in the original format. The following information may be included: reduction ratio, number of frames, millimeter, color or black and white.

MF
Dewey
#
Bin

MF
17 Bindrup, Joan
Parts of the ear. Society for Visual Education, 1968.
20 fr. color 35mm

Discusses in detail the internal and external parts of the ear.

1. Ear.

Figure 32
Main entry for microfiche, microfilm, and microslides.

b. Filmstrips (FS):

Filmstrips are generally entered under the title main entry form, unless an author is specifically noted. The following special information should be included: color or black and white, sound or silent, record or tape, number of frames, millimeter, producer.

When a record accompanies the filmstrip, it should be cataloged as a kit.

FS
Dewey
#
Sto

FS
36 The story of Valentine's Day, with art work by Berthold Tiedmann. Society for Visual Education, 1962.
42 fr. si. col. 35mm.

Depicts Valentine's Day celebrations throughout the centuries as well as customs of today.

1. Valentine's Day.

Use with record R-21.

Figure 33
Main entry for a single filmstrip.

FS
Dewey
#
Car

FS
22 The card catalog: Jean E. Thompson, producer, in collaboration with Jean Lowrie and Encyclopedia Britannica Films, 1967.
40 fr. col. 35mm. (Using the library series.)

With guide.

1. Cataloging and classification. I. Title.

Use with record R-13.

Figure 34
Main entry for filmstrip with a series note.

FS
Dewey
#
Usi

FS
42-47 Using the library: Jean E. Thompson, producer, in collaboration with Jean Lowrie and E.B.F. Encyclopedia Britannica Films, 1967.
6 fs. 40 fr. ave. col. 35mm.

CONTENTS: 42: Card Catalog: 43: encyclopedia; 44: dictionary; 45: reference books; 46: Classification; 47: your library--a world of books. With guides

1. Library science. I. T. anals.

Figure 35
Main entry for a set of filmstrips. Title analytic cards would be prepared for each title listed in the CONTENTS paragraph.

FS
Dewey
#
Why

FS
101 Why the chimes rang. Eye Gates House, c1958, 42 fr. sd. col. 35mm

A poignant story of the power of a child's rare gift.
With recent guide.

RD
133-
134 ---2 records 4 s. 33 1/3 rpm. to accompany the above filmstrips.

1. Christmas stories.

Figure 36
Main entry for a single filmstrip accompanied by two records when housed and cataloged separately.

c. Slides (S):

Enter using title main entry. Include on the catalog card: size, and color or black and white. Special cabinets are available for storing slides permitting ready access to every slide. Number the first slot "Slide 1" and continue numbering each slot consecutively.

S
Dewey
#
Lif

S
104 Life cycle of an ant. McKinley Junior High School, 1968.
2" x 2" color.

Bulletin board prepared by 9th grade Science class.

Figure 37
Main entry for a single slide.

S
Dewey
#
Wor

S
71-90 Workers of the community, a series of picture stories, with caption by Jane Allison and pictures by Marvin Malloy. New York, Educational Slides, Inc., c 1963.
20 sl. 2" x 2" b&w.

CONTENTS: 71, policeman; 72, fireman; 73, grocer; 74, bricklayer; 75, carpenter; 76, salesman; 77, plumber; 78, barber; 79, bus driver; 80, mayor, 81, electrician; 82, railroad engineer; 83, teacher,

Continued on Card 2

Figure 38
Main entry for a commercially produced slide set. Requires two cards for main entry because of long contents note.

S
Dewey
#
Wor

S
71-90 Workers of the community, New York, Educational Slides, Inc., c 1963.
CARD 2

CONTENTS: 84, librarian; 85, doctor; 86, lawyer; 87, dentist; 88, priest; 89, druggist; 90, postman.

1. Community Life.

Figure 39
Card 2 of main entry where notes are too long to fit on one card.

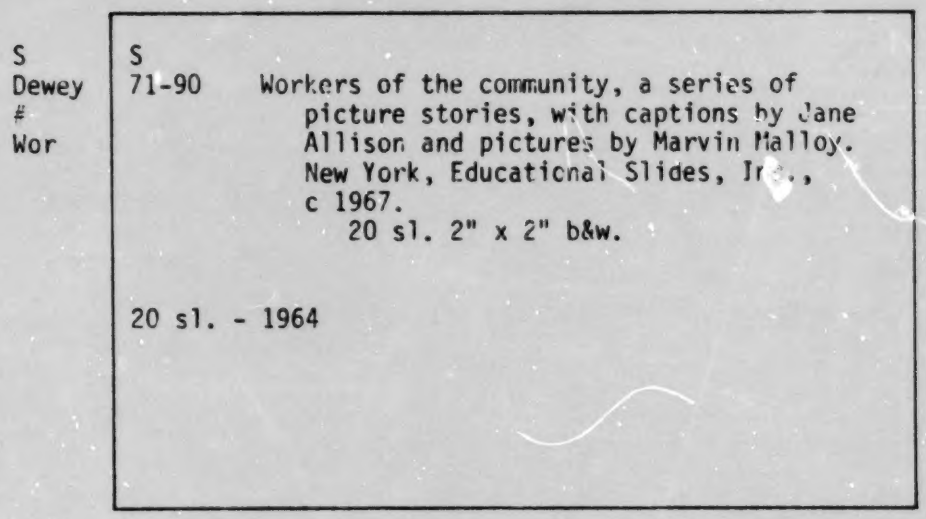

S
Dewey
#
Wor
S
71-90 Workers of the community, a series of picture stories, with captions by Jane Allison and pictures by Marvin Malloy. New York, Educational Slides, Inc., c 1967.
20 sl. 2" x 2" b&w.
20 sl. - 1964

Figure 40
Shelf entry
for a slide
set.

d. Viewmaster Slides (VM):

Stereo views, such as Viewmaster, Disney, etc., are cataloged according to the examples in figures 41 and 42. Stereo views will be generally entered under title in hanging indention form, unless an author is available.

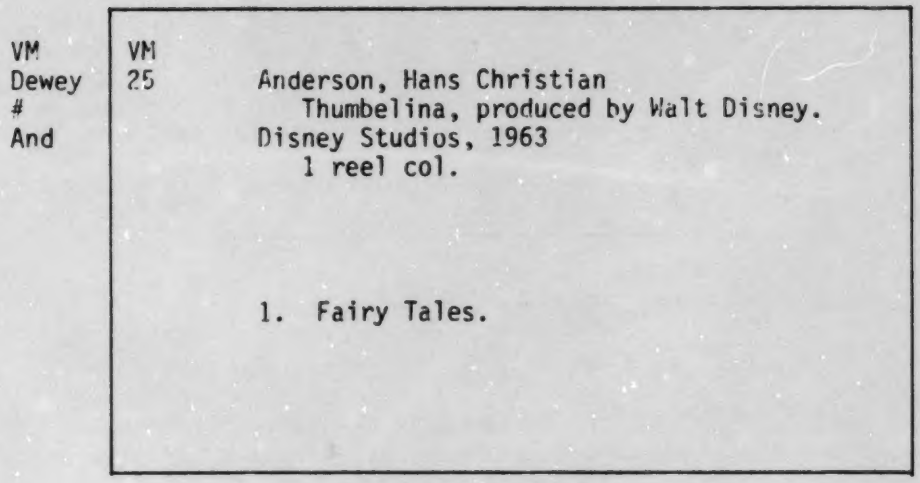


Figure 41
Main entry
for stereo
views when
author is
known.

VM
Dewey
#
Mon

VM
17 Monument Valley, Arizona and Utah, U.S.A.
Sawyers (Viewmaster), 1949.
1 reel col.

1. Utah--Description and travel.
2. Arizona--Description and travel.

Figure 42
Main entry for stereo views when title is used.

e. Transparencies (TR):

Enter by title using hanging indention form. Include on cards such information as size and color or black and white and overlays.

Transparencies should be stored vertically. Regular filing cabinets will suffice. Number the first transparency "TR 1" and number each additional transparency consecutively until the drawer is about 80 percent full. Then move to the second drawer continuing to number consecutively.

Catalog sets as already explained for records and slides. For transparencies in sets, indicate the number in the set at the beginning of the collation by the term, frames: i,e., 10 frames 14 fr., etc. The number of overlays in each transparency may be shown in the contents in parentheses following the title of the frame.

TR
Dewey
#
Ana

TR
4517 Anatomy of a frog. Denoyer Geppert Company.
1968.
1 tr. 4 overlays col. 8 x 10 in.

Base cell: outline of frog; first overlay, skeletal system; second overlay, digestive system; third overlay, circulatory system; fourth overlay, respiratory system.

1. Frogs.

Figure 43
Main entry for single overhead transparency.

7. Video Cassette Tapes

Video Tapes (VCT): Enter by title, using hanging indention form, unless an author is known. Include information on card such as: size of tape, number of cassettes, color or black and white, and length.

Video tapes should be stored vertically on shelves. Number them sequentially beginning with number "1." Each space should be so numbered and the material occupying that space will have that call number.

VTC
Dewey
#
Uta

VTC
21 Utah Network for Instructional Television.
Overflowing treasure chest. Unit Productions, 1967.
1 reel 1 in. b&w 30 min. (Concord)
I, J, age level, if known--format should also be given (VHS, Beta).

Describes the abundant mineral resources and mineral industry in Utah and how they have been utilized.

1. Mineralogy. 2. Utah. I. Title.

Figure 44
Main entry for video tape when author is known.

8. Computer Software

Computer software cataloged under the Alpha system should be processed using the codes of CS, CSD, or CST.

```
CST       Micro Movie.   (Machine-readable data file)
3            Fort Worth:  Tandy Corporation, 1979.
             1 data file:  for TRS 80  Level II.
             Size of file not verified.
             With code book.

             Draw and playback animated "movies"
          on TRS 80 video screen.  level II.

3-$9.95-PTA Founders Day Gift.

          1.  Graphic art.  I.  Computer programs.
```

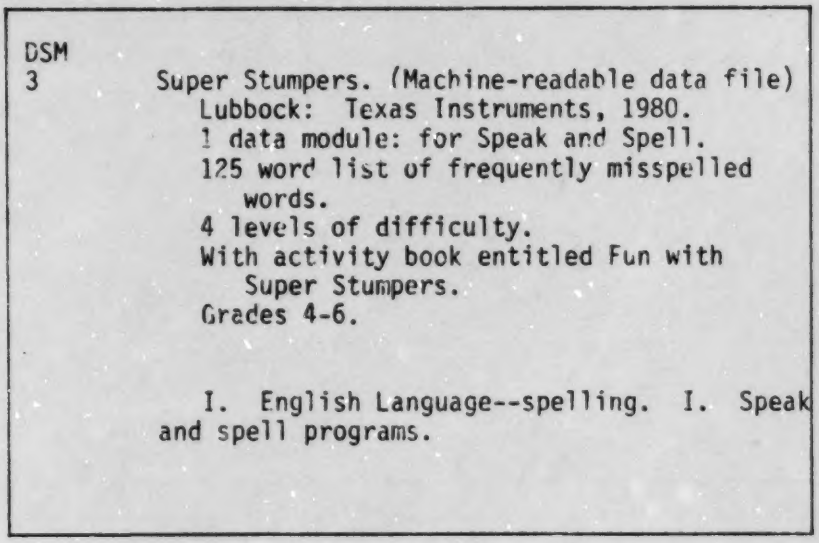
Figure 45
Shelf list
for single
data tape.

```
CST
A         Radio Shack
             Level II Basic Instruction Course Part I
          (Machine readable data file.)  Fort Worth:
          Tandy Corporation, 1979.
             4 data files:  Basic instruction course
             Size of file not verified.
             With code book
             Title from code book.
             Teaching manual separate.
             Student manuals (25) separate.

A- $100.00--PTA Founders Day Gift, 1981

          I.  Computer program.
```

Figure 46
Shelf list
for set of
data tapes
when author
is known.



DSM
3 Super Stumpers. (Machine-readable data file)
Lubbock: Texas Instruments, 1980.
1 data module: for Speak and Spell.
125 word list of frequently misspelled words.
4 levels of difficulty.
With activity book entitled Fun with Super Stumpers.
Grades 4-6.

I. English Language--spelling. I. Speak and spell programs.

Figure 47
Main entry for data module.

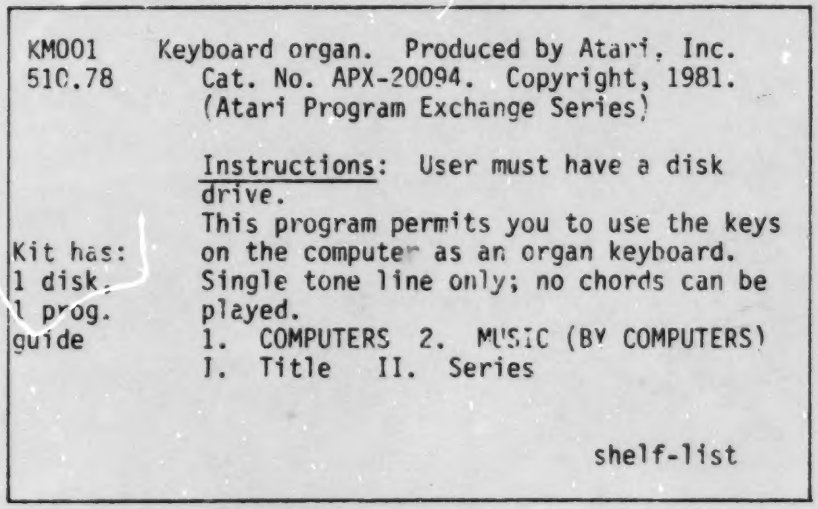
If the library media coordinator prefers to use the Dewey Decimal System for cataloging computer software as media kits, the following information is useful.

1. A title main entry card for each program should be prepared as well as shelf-list, subject, and series cards.

2. The letters "KM" are used to indicate media kit.

3. All computer programming falls under the number of 510.78.

4. The following examples should be used:



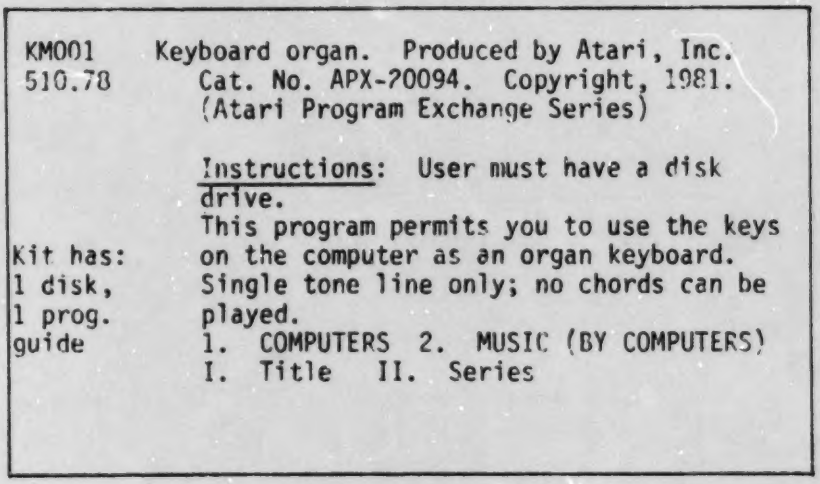
KM001
510.78
Kit has:
1 disk.
1 prog.
guide

Keyboard organ. Produced by Atari, Inc.
Cat. No. APX-20094. Copyright, 1981.
(Atari Program Exchange Series)

Instructions: User must have a disk drive.
This program permits you to use the keys on the computer as an organ keyboard.
Single tone line only; no chords can be played.
1. COMPUTERS 2. MUSIC (BY COMPUTERS)
I. Title II. Series

shelf-list

Figure 48
Shelf-list card.



KM001
510.78

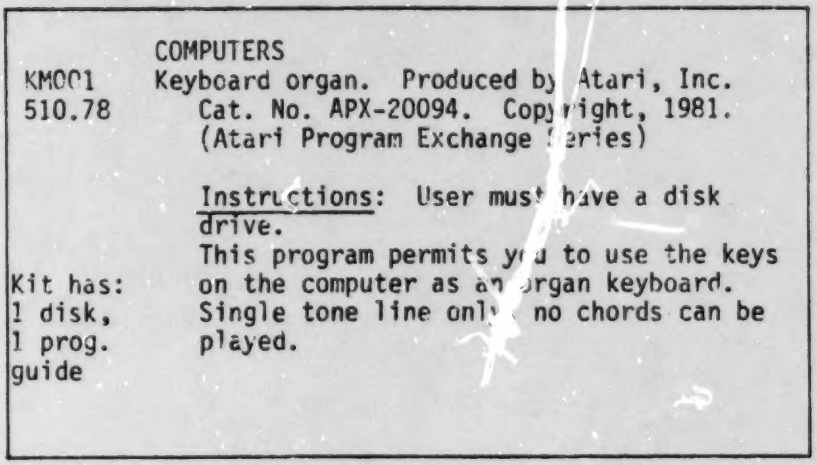
Keyboard organ. Produced by Atari, Inc.
Cat. No. APX-20094. Copyright, 1981.
(Atari Program Exchange Series)

Instructions: User must have a disk drive.
This program permits you to use the keys on the computer as an organ keyboard. Single tone line only; no chords can be played.

Kit has:
1 disk,
1 prog. guide

1. COMPUTERS 2. MUSIC (BY COMPUTERS)
I. Title II. Series

Figure 49
Title main entry card.



COMPUTERS

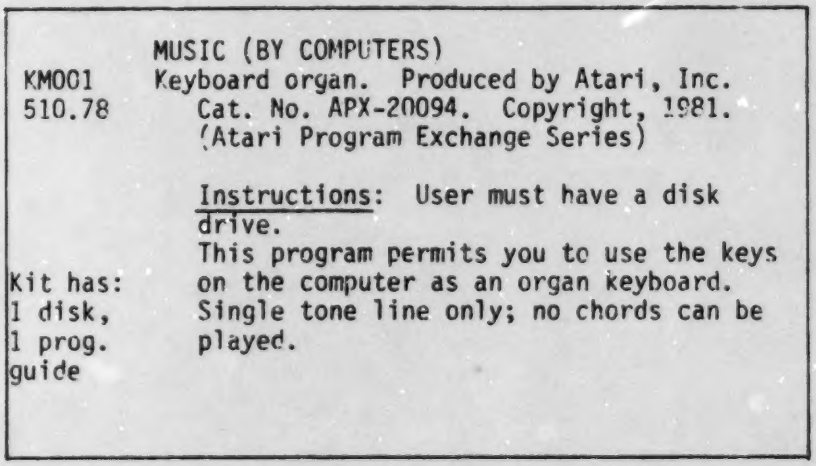
KM001
510.78

Keyboard organ. Produced by Atari, Inc.
Cat. No. APX-20094. Copyright, 1981.
(Atari Program Exchange Series)

Instructions: User must have a disk drive.
This program permits you to use the keys on the computer as an organ keyboard. Single tone line only; no chords can be played.

Kit has:
1 disk,
1 prog. guide

Figure 50
Subject card.



MUSIC (BY COMPUTERS)

KM001
510.78

Keyboard organ. Produced by Atari, Inc.
Cat. No. APX-20094. Copyright, 1981.
(Atari Program Exchange Series)

Instructions: User must have a disk drive.
This program permits you to use the keys on the computer as an organ keyboard. Single tone line only; no chords can be played.

Kit has:
1 disk,
1 prog. guide

Figure 51
Subject card.

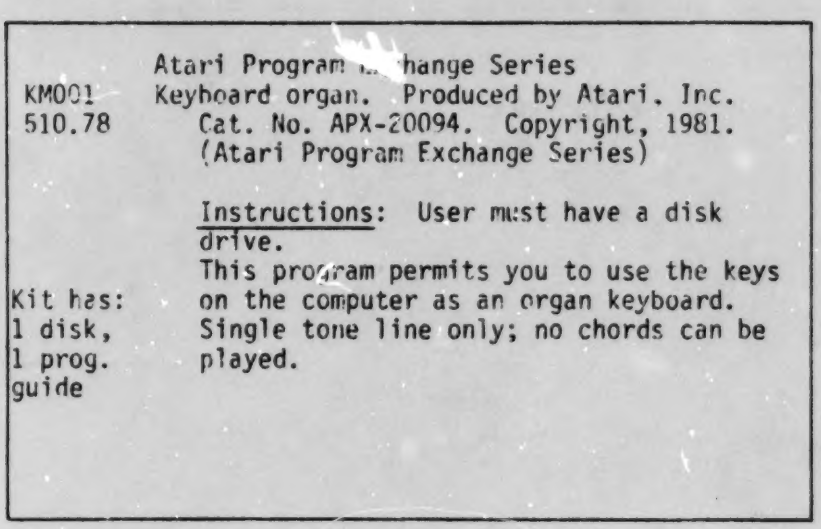

Atari Program Exchange Series
KM001
510.78
Keyboard organ. Produced by Atari, Inc.
Cat. No. APX-20094. Copyright, 1981.
(Atari Program Exchange Series)
Instructions: User must have a disk drive.
This program permits you to use the keys on the computer as an organ keyboard. Single tone line only; no chords can be played.
Kit has:
1 disk,
1 prog.
guide

Figure 52. Series card.

9. Teaching Aids

Many school library media coordinators have found that it is expedient to create a category for miscellaneous teaching aids such as games and Systems-80 programs. Here are two samples of cards used.

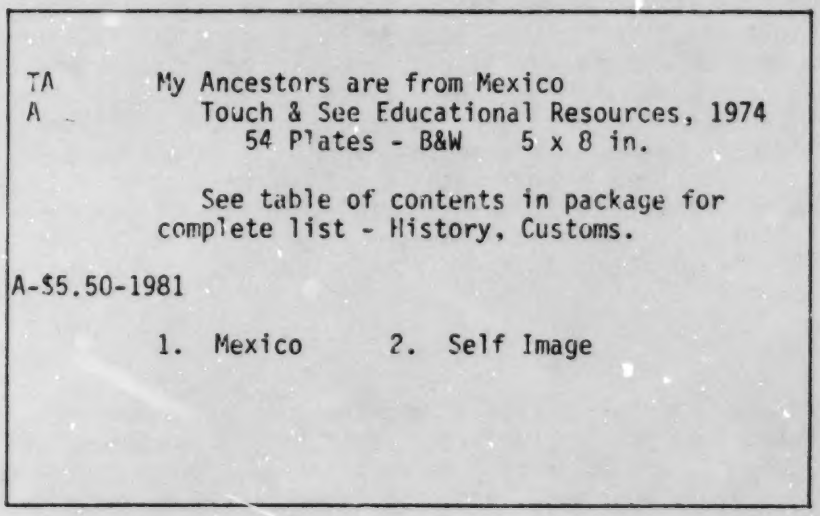

TA
A
My Ancestors are from Mexico
Touch & See Educational Resources, 1974
54 Plates - B&W 5 x 8 in.
See table of contents in package for complete list - History, Customs.
A-$5.50-1981
1. Mexico
2. Self Image

Figure 53.

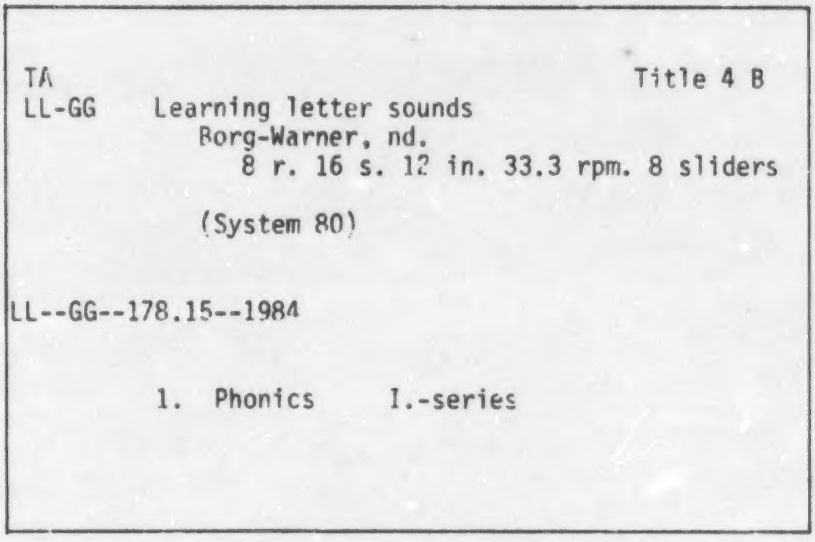


Figure 54.

V. COLLECTION MAINTENANCE

A. Statistics and Inventory

Each library media center is expected to keep statistical records on collection growth in order to meet district and state requirements. Most centers will find it convenient to use an additions and withdrawal record to facilitate this activity. Booklets designed specifically for this purpose are available commercially or sheets may be printed on your own paper and kept in a three-ring binder. These additions and withdrawal sheets provide space for statistics to be entered by a call number grouping at periodic intervals. (Please see Figure 55 for an example.) Since it would be inconvenient to enter statistics on these sheets for only one or two items at a time, most library media coordinators keep track of these statistics using hatch marks on a work sheet, transferring the totals monthly or quarterly to the official additions and withdrawals record.

1. Additions

As new materials are received, the shelf list cards are grouped and sorted into call number order for filing. The number of items being added to the collection in each category shown on the center's additions and withdrawals record is then counted for entry onto that record. The shelf cards are then filed in the shelf list card catalog.

2. Withdrawals

Shelf cards of items to be withdrawn (either lost or discarded) are removed from the shelf list and held until a sufficient number have been accumulated. They are then sorted by call number and totaled by category for entry onto the additions and withdrawals record. All remaining cards as identified by the tracings on the shelf list cards are then withdrawn from the catalog and discarded.

3. Annual Totals

Each year, the periodic entries of additions on the additions and withdrawals record are totaled, giving the total number of items added in each call number category and a grand total of all new additions. Withdrawals are similarly handled. These figures are then used to adjust the previous year's total of items in the collection, and thus give a current inventory of the collection.

Figure 55

Sample Additions and Withdrawals Record

Enter headings in each column as needed.

ADDITIONS AND WITHDRAWALS RECORD													
DATE	FIC	PIC EASY	BIOG	000	100	200	etc.	FS	MAP	RD	KM KT	etc.	Total Collection
PREVIOUS YEAR TOTAL													
September													
October													
November													
etc.													
Total Additions													
Total Withdrawals													
Column Total													

Monthly figures should be entered from the work sheet. Additions and withdrawals should be entered in the same column with a minus sign preceding withdrawals.

4. Physical Inventory

A physical inventory needs to be performed only once every three years in each center in order to establish a beginning count of items in the collection for the additions and withdrawals record. To do this, each shelf card must be checked against the materials as they stand on the shelf. Missing items are noted by attaching a paper clip to the shelf card. These clipped cards are then searched in other center records and files (such as circulation, bindery, snag files, repairs, etc.). Any items not located are considered lost and entered in the snag file described below. While this method has advantages in being thorough (uncovering mis-shelved books, items needing repair), it is also very expensive since it requires extensive staff time; therefore, it is not recommended on an annual basis. The collection can be divided into thirds with one-third being inventoried every year.

5. Snag File

To keep track of items which turn up missing, maintain a snag file. When an item is found to be missing and cannot be located immediately through normal procedures (i.e., a shelf check, not in circulation, etc.), assume it is either mis-shelved or lost. At this time, prepare a card on the item listing call number and main entry to be kept in the snag file. At periodic intervals, all items in the snag should receive a thorough search to see if they can be located. If after the next school year the items still cannot be found, you must assume they are lost. At this time, follow the normal procedure for withdrawing items from the collection.

The advantages of the snag file over an annual physical inventory is that you only count and check on the items that are missing.

NOTE: Those schools using computers for circulation management should take a yearly inventory at the end of the school year and not use the snag file at all. This will give an accurate record of all missing items. A quick check of the shelves will ensure accuracy.

B. Weeding

1. Necessity

Weeding, or the withdrawal of certain items from the center's collection, is an accepted practice and a valuable means of keeping the collection vital and current. Instructional media centers cannot afford to allow valuable space to items which ought to be withdrawn. In spite of the pressures of a full professional work load, a natural desire to have our shelves look "full," pressure to show "high" statistics, and a normal reluctance to dispose of materials, it is imperative that each center have a withdrawal program. Ideally, weeding should be a continuous on-going program; practically, it should occur at least on an annual basis. Faculty members should be

invited to participate in the final decision as to whether to discard or retain the material.

2. Criteria

The basic criterion for successful weeding is the expected future use of a particular item: an item with a low probability of usefulness is a good candidate for withdrawal. The following principles are intended to provide guidance in applying this criterion.

a. Materials in poor physical condition (i.e., cramped printing, disintegrating bindings, torn pages, irreparable sprocket damage, scratched recordings, plain worn out) may be withdrawn. Check for the possibilities of obtaining a more attractive edition, a replacement copy, or a rebinding.

b. Duplicate copies of items no longer in use may be discarded.

c. Materials with poor content are unlikely to be worth keeping: for example, outdated information, superceded editions, incorrect information, obvious bias. Check for more accurate, up-to-date, and unbiased materials.

d. Older books may also be useless particularly if the book has not circulated for several years. (A date due stamp which displays year as well an month and day is a great help in evaluating items in this category.)

e. Certain classes of materials are likely candidates for weeding providing they no longer serve any need.

(1) Old grammars.

(2) Old almanacs and yearbooks.

(3) Materials on esoteric subjects no longer of interest.

(4) Old textbooks.

(5) Early volumes of periodicals, especially if the run is incomplete, or if the item is not indexed in the Center's Reader's Guide.

(6) Filmstrips, 16mm films, etc., which are so old and "out-of-style" in appearance that they provide laughter instead of thought.

(7) Old etiquette and manners books.

(8) Books on the use of "new" technologies.

3. Cautions

a. All materials in a center should receive evaluation for possible discarding regardless of format.

b. Beware of letting individual tastes influence weeding unduly. Be sure to consider curriculum and faculty needs as well.

c. Materials relating to the history of Utah or the local community should almost never be discarded. If they no longer are useful in the center, they should be donated to a library having a need for them.

d. Keep in mind that some materials may find a use in a different type of library.

e. Remember always that in weeding, as in materials selection, there is no substitute for carefully trained, carefully exercised professional judgment. One is no less important or no less necessary than the other. Both work together to help create the best collection possible for each library media center.

VI. UTAH STATE LIBRARY COMMISSION SERVICES

Cataloging and purchasing assistance is available to Utah instructional media centers through the Utah State Library Commission. The following information will provide guidelines on using these services.

A. Ordering Procedures

Books, paperback books, government documents and nearly all nonprint items may be purchased through the Utah State Library Commission. Since discounts, especially for print items, are based on volume purchasing, centers will generally obtain a better price by buying through the State Library.

Orders may be submitted on your own order form, district purchase order, or requisition subject to the guidelines below. If you wish, you may request and use copies of the State Library's order form.

1. Send all orders to:

Utah State Library Commission
ATTENTION: Acquisitions Department
2150 South 300 West, Suite 16
Salt Lake City, Utah 84115
(Telephone: 1-800-662-9150)

2. Submit orders in alphabetical order by title.

3. Double space your order.

4. With your first order, submit your preferences in bindings.

5. Supply the following information where known:

   a. Books: author (full name), title, publisher, price. Supply edition or date of publication only when necessary for identification.

   b. Documents: author, title, publishing agency, GPO number and price.

   c. Nonprint: title, producer, producer product code number, price and media format (i.e., filmstrip with record, filmstrip with cassette, transparency set, etc.).

      NOTE: It is seldom necessary to supply the publisher's address unless (1) the company is unusual or little known or (2) you wish the order to go through a specific salesman or jobber. Ordinarily the State Library will use its own discretion in selecting a source for purchasing.

   d. Mark clearly any special instructions concerning the order: e.g., back order instructions, "do not exceed" instruction, substitute titles, replacement titles which will not need full cataloging, etc.

   e. Orders submitted through the State Library are final. Materials cannot be ordered "on approval". Duplicates may not be returned. Defective books, however, may always be returned for a replacement copy or full credit at anytime.

B. Cataloging

All cataloging done by the Utah State Library Commission will conform to the standards outlined in this manual. A complete set of catalog cards, and a standard book pocket and card will be provided for a fee. In addition, books without dust covers will be stylused; books with dust covers will have a plastic jacket attached. (If you are using a bar code and wand, you should request that the plastic jacket be discarded.) At the present time, cataloging is unavailable for nonprint materials. The State Library recognizes, however, that the need for cataloging assistance in this area is critical and plans are underway to add this service shortly. Please recognize that when the State Library begins cataloging nonprint materials, the numeric portion of the call number will have to be added by each center since it is unique to each local center.

C. Receiving

As materials purchased and cataloged through the Utah State Library Commission's Processing Center arrive, they should be checked in promptly against the original purchase order, and the accompanying invoice or packing list. Any problems should be reported immediately. The following procedures are necessary to complete local processing.

1. Stamp the book with your own identification stamp. Be sure the shipment is properly checked in before this is done; no returns can be accepted on marked books unless they are defective in some way.

2. Glue the pocket in the preferred location.

3. File the catalog cards in the library media center card catalog.

4. Assign a copy number, if applicable.

D. Questions

The Utah State Library Commission will be happy to answer questions you may have on any phase of this service. Those in the Salt Lake area may call 533-5875 or visit the State Library offices at 2150 South 300 West, Suite 16. Those outside the Salt Lake area can call the State Library at no charge by dialing 1-800-662-9150.